



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 2-20-76	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. #7		Date Received FEB 24 1976	Application No. 75-15-A
3. AGENCY, Division, Subdivision & Administering Office Address DEPARTMENT OF VETERANS SERVICE 1 HUNTER ST., SW ATLANTA, GEORGIA 30334		4. Person to Contact Harry B. Brown, Jr.	Date Completed MAR 3 1976
		5. Working Title RMO	6. Tel. No. 656-2332

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1955 to date

9. Exact Series Title
Veterans Service Statistical Report File (Agency-wide Common Standard)
to Amend Application #75-15

10. What is the function of the office in which this record series is created?

The Department of Veterans Service is responsible for promoting and protecting the rights and interests of veterans in Georgia. The Department informs veterans, their dependents, and beneficiaries of benefits, such as educational training, health and medical aid, rehabilitation services, housing and employment opportunities, death and disability claims and other benefits prescribed by federal, state, and local laws. In addition, the Department provides assistance in preparing and prosecuting claims.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Reporting daily, weekly, monthly and annual field office activities.

Included are: Daily Contact Report (Form VSO-1), Itinerant Service Contact Report (Form VSO-2), and Weekly Statistical Report (Form VSO-19a) which contain totals of the various services rendered to the veteran or other eligible person.

File is arranged: a. Central Office-alphabetically by field office; thereunder chronologically by date of report.
b. Field Office-chronologically by date of report.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	2	3		1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				7	-0-		
Storage Area		135	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				2	1	-0-	-0-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☒ [] []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [] []
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []
These are the only records that reflect the total activities of each individual Field Office and, therefore, should be considered as historical summaries.
24. REQUIREMENTS. The following requires the files to be kept (see below) years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated, Chapter 78-413.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Central Office File: Cut off at the end of each calendar year; hold 1 year in current files area; then remove final weekly statistical report form, VSO Form 19a, for the year and deposit in State Archives for permanent retention. Destroy remainder of file.

Field Office Reference File: Cut off at the end of each calendar year; hold in current files area 1 year; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES.	DATE
<i>[Signature]</i>	2-20-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-20-76
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	3-2-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Herd</i>	3-1-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert E. Sheel</i>	3-2-76

STATE RECORDS
COMMITTEE



STATE
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Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 2-4-75	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 5		Date Received FEB - 7 1975	Date Completed 75-15 FEB 27 1975
3. AGENCY, Division, Subdivision & Administering Office Address Department of Veterans Service 1 Hunter St., SW Atlanta, Georgia 30334		4. Person to Contact Harry B. Brown, Jr.	6. Tel. No. 656-2332
		5. Working Title RMO	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1955 to date

9. Exact Series Title
Veterans Service Statistical Report File (Agency-wide Common Standard)

10. What is the function of the office in which this record series is created?

The Department of Veterans Service is responsible for promoting and protecting the rights and interests of veterans in Georgia. The Department informs veterans, their dependents, and beneficiaries of benefits, such as educational training, health and medical aid, rehabilitation services, housing and employment opportunities, death and disability claims and other benefits prescribed by federal, state, and local laws. In addition, the Department provides assistance in preparing and prosecuting claims.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Reporting daily, weekly, monthly and annual field office activities.

Included are: Daily Contact Report (Form VSO-1) and Weekly Statistical Report (Form VSO-19A) which contain weekly totals of the various services rendered to the veteran or other eligible person.

File is arranged: a. Central Office-alphabetically by field office; thereunder chronologically by date of report.
b. Field Office-chronologically by date of report.

ATTACH SAMPLES OF THE FILE

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				7	-0-		
Storage Area		35	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				2	1	-0-	-0-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
 Field Office retains a copy.
15. Is the information contained in this series ever summarized or published? ☒ [X] ☐ []
 Attach copy of summary or publication; Information is summarized in Annual Report.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []
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☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
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☐ [] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☒ [X] Other: (Specify)

Central Office File: Cut off at the end of each calendar year; hold 1 year in current files area; then remove final weekly statistical report form, VSO Form 19A, for the year and deposit in State Archives for permanent retention. Destroy remainder of file.

Field Office File: ^{Reference} Cut off at the end of each calendar year; hold in current files area 1 year; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Nancy T. Brown</i>	2-5-75		
25. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>[Signature]</i>	2-4-75
	State Auditor/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Hagan</i>	2-22-75
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	2-19-75
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Huel</i>	2-21-75

 STATE RECORDS
 COMMITTEE